

ARTICLE 67-01

GENERAL ADMINISTRATION

Chapter	
67-01-01	Organization of Department
67-01-02	Definitions

CHAPTER 67-01-01 ORGANIZATION OF DEPARTMENT

Section	
67-01-01-01	Organization of the Department of Public Instruction [Repealed]
67-01-01-01.1	Organization of the Department of Public Instruction
67-01-01-02	Inquiries and Contact Information

67-01-01-01. Organization of the department of public instruction.
Repealed effective December 1, 2003.

67-01-01-01.1. Organization of the department of public instruction.

1. **History.** From 1864 to statehood, North Dakota was served by a territorial school board and a superintendent. In 1889, the constitution of North Dakota provided for a state superintendent of public instruction. William Mitchell was the first state superintendent. The 1890 legislative assembly enacted a provision that the superintendent of public instruction must hold a teacher's certificate of highest grade issued in the state. Statutes were also enacted at that time to provide that the state superintendent of public instruction shall have general supervision of the common and secondary schools of the state and shall be an ex officio member of the board of university and school lands. Effective January of 1991, authority for the supervision of the state schools for the deaf and blind and the state library was transferred to the office of the superintendent.
2. **Superintendent.** The superintendent is an elected, constitutional officer who supervises the kindergarten through grade twelve education system in North Dakota. The superintendent must be a qualified elector of the state, at least twenty-five years old, who holds a teacher's certificate at the highest grade issued by the state. The superintendent is charged with responsibility for the general supervision of elementary and secondary schools and to assure that North Dakota public and nonpublic elementary, middle-junior high, and high schools comply with statutory minimum requirements. The superintendent administers the state accreditation and education improvement processes; manages the issuance of credentials to administrators, driver education instructors, counselors, library media personnel, and title I and special education personnel; administers summer school

programs at both the elementary and high school levels; administers the statewide standardized achievement testing program; adopts and administers rules relevant to the accreditation process; and administers the school food programs and the federally funded technology grant program and is responsible for the administration and implementation of the federal Elementary and Secondary Education Act, also known as "No Child Left Behind". In 1989 the legislative assembly provided that the office of the superintendent of public instruction was to be known as the department of public instruction.

3. **Administrative units.**

- a. Fiscal management. This unit is responsible for the preparation and submission of the biennial budget, department payroll, and the internal accounting system. Responsibilities include the preparation of financial statements and various fiscal reports, maintenance of the department budget, grant and contract files, process and issuance of all payments, receipt of all revenue, and coordination of school districts and other sub-recipient audits. The director coordinates agency risk management activities.
- b. Human resources management and office services. This unit performs personnel services for the department and supervises the administrative areas that support internal departmental functions, including printing, mail distribution, purchasing, and business communications.
- c. Child nutrition and food distribution. This unit administers United States department of agriculture's child nutrition programs, nutrition education and training programs, and commodity assistance for schools, institutions, and low-income individuals.
- d. Management information systems. This unit performs information technology and data management services to assist state and local education agencies, school personnel, and legislators. This includes administration and support of the local area network, hardware and software, training for users, and coordination with the North Dakota information technology department. This unit also provides application development and consulting services.
- e. School approval and accreditation. This unit assists kindergarten through grade twelve schools in providing quality education; administers the accreditation program; reviews public and nonpublic schools for statutory compliance; administers the statewide standardized achievement test program; and provides technical assistance for dual credit. The unit also administers the issuance of credentials for administrators, counselors, library media personnel, and driver education personnel.

- f. School finance and organization. This unit is responsible for several major areas of activity. In the area of school district finance, this unit supervises the distribution of state aid and assists with the implementation of the uniform accounting system. In the area of school organization, the unit provides technical assistance to schools and school districts regarding annexation, reorganization, and dissolution procedures; provides support and technical assistance for open enrollment; supervises the school bus transportation program; approves school construction; and manages school construction loan programs. This unit also provides administrative support to the state board for public school education and collects teacher compensation data.
- g. Adult education and literacy. This unit provides funding and technical assistance to local programs and monitors progress of each funded project. This unit is also responsible for the administration of the general education development testing program.
- h. Compensatory education. This unit provides financial assistance to state and local educational agencies to meet the needs of educationally deprived, at-risk children. The goal of title I is to provide instructional services and activities to meet the needs of disadvantaged children identified as failing, or most at risk of failing, the state's challenging performance standards. This includes programs for migrant education and education of homeless children. The even start intergenerational literacy program, reading first, and the comprehensive school reform are also coordinated through this unit.
- i. Education improvement. This unit is responsible for the overall administration of the department's education improvement efforts, the development of state content standards and assessments, administration of title III English language acquisition programs and immigration, and offers statewide professional development opportunities (title II) and innovative programs (title V).
- j. Special education. This unit prescribes state and federal rules and regulations for special education and assists school districts in the development and administration of special education programs.
- k. Special projects. This unit administers the twenty-first century community learning centers grant, a competitive grant that provides opportunities for student academic enrichment in an afterschool or out of school time setting. Additionally, this unit assists with administrative rules development and special projects that arise.

- l. School health programs. This unit administers the title IV-part A safe and drug free schools program and coordinates health education including AIDS prevention.
- m. Education technology. This unit allocates federal title II D technology grants funds to school districts to implement and integrate technology with school curricula in core academic skills. Allocation of grant funds is based on a competitive application process.

4. Divisions.

- a. North Dakota state library. The state library was established as the public library commission in 1907 and occupied a single room in the state capitol. In 1909, the library's name was changed to the state library commission. The commission consisted of three members - the superintendent of public instruction, the president of the North Dakota library association, and a member appointed by the governor. In 1927 the library was removed from the board of regents; it came under the auspices of the director of institutions until administrative authority was transferred to the superintendent of public instruction in 1989, effective January 1, 1991. The state library commission occupied the liberty memorial building on the capitol grounds from 1936-70 and later moved to the Randal building north of Bismarck. The agency's name was changed to the North Dakota state library in 1979 and in 1982 the state library returned to the liberty memorial building, its present location.

Today the superintendent appoints the state librarian. The state library specializes in state-of-the-art information services to state agencies and the general public and assumes a leadership role in promoting the development of library service for all North Dakota residents. Major goals of the state library are to provide library services to state government officials and employees, provide library services to patrons without direct local library services and to persons who are blind and physically disabled, and to provide libraries with consulting services in areas of collection, development, and evaluation. The state library coordinates the sharing of resources, provides continuing educational opportunities for librarians and public trustees, and maintains the state document depository program.

- b. North Dakota vision services - school for the blind. The school for the blind was created by the constitution in 1889, established by the legislative assembly in 1895, and opened in Bathgate, North Dakota, in 1908. In 1952, a constitutional amendment authorized selection of another location. An initiated measure adopted in 1958 provided funds for a new school located near the university of North Dakota in Grand Forks. The new facilities, administered by

the director of institutions, opened in September of 1961. Authority for the supervision of the school was transferred to the department of public instruction in 1989, effective January 1, 1991. The 2001 legislative assembly changed its name to North Dakota vision services - school for the blind and it now functions as a statewide, comprehensive resource center and works cooperatively with related agencies in providing a full range of services to all persons who are blind or visually impaired, including those with multidisabilities. The superintendent of public instruction appoints the school superintendent. Land grant income and legislative appropriation support the school.

- C. North Dakota school for the deaf. The school for the deaf, created by the constitution in 1889 and established by the first legislative assembly in 1890, opened in 1890 and was located in Devils Lake, North Dakota. The school for the deaf was administered by the director of institutions until January 1, 1991, when supervision was transferred to the department of public instruction. The school provides a free educational program for deaf children between the ages of birth and twenty-one. In addition to the school's traditional role as an educational institution, North Dakota school for the deaf also has become a resource center on deafness, serving the needs of hearing-impaired citizens statewide. The school is supported by land grant income and legislative appropriation.

History: Amended effective January 1, 1982; September 1, 1983; November 1, 1985; January 1, 1986; May 1, 1988; September 1, 1988; December 1, 2003.

General Authority: NDCC 28-32-02(2)

Law Implemented: NDCC 28-32-02(2)

67-01-01-02. Inquiries and contact information. The public may obtain information or make submissions or requests by contacting the department of public instruction.

1. General inquiries regarding the department of public instruction may be addressed to the superintendent of public instruction at:

North Dakota Department of Public Instruction
600 East Boulevard Avenue, Dept. 201
Floors 9, 10, and 11
Bismarck, ND 58505-0440

Telephone inquiries:

Local: (701) 328-2260
Fax: (701) 328-2461

Inquiries regarding the functions of a specific division may be addressed to the director of that division.

2. Mailing address for the North Dakota Vision Services - School for the Blind:

North Dakota Vision Services - School for the Blind
500 Stanford Road
Grand Forks, ND 58203-2799

Telephone inquiries:

Local: (701) 795-2700
Toll free: (800) 421-1181
Fax: (701) 795-2727

3. Mailing address for the North Dakota School for the Deaf:

North Dakota School for the Deaf
1401 College Drive
Devils Lake, ND 58301

Telephone inquiries:

Local: (701) 662-9000
Fax: (701) 662-9009

4. Mailing address for the North Dakota State Library:

North Dakota State Library
604 East Boulevard Avenue, Dept. 250
Bismarck, ND 58505-0800

Telephone inquiries:

Local: (701) 328-2492
Fax: (701) 328-2040
In state toll free: (800) 472-2104

5. The Department of Public Instruction's web page address is <http://www.dpi.state.nd.us/>.

History: Effective December 1, 2003.

General Authority: NDCC 28-32-02.1

Law Implemented: NDCC 28-32-02.1